



Tender No: RAFIKI-SDO/FY23/TND/003

Terms of reference for supply of Car Hire Services

Introduction

Rafiki - Social Development Organisation (RAFIKI-SDO) is a Non- governmental and Nonprofit making organization working with children, youth, marginalized and vulnerable groups, families and their communities to reach their full potential by advocating their rights and tackling the causes of poverty and injustice. The organization was established in 2005 and registered under NGO Act of 2002, issued with registration number No.00NGO/00006336 to operate in Mainland. Visit us at www.rafikisdo.or.tz

The overall object of this notice is to procure car hiring services for staff transport purposes in Rorya DC, Musoma MC and Serengeti DC in Mara region and Shinyanga MC, Shinyanga DC and Kahama TC in Shinyanga region

Objective of the tender

The overall objective of this tender is to procure car hiring services.

Item No	Item	Item Description	Location
1	Car Hire	Land Cruiser hard Top/Prado, 8 seating capacity, Comprehensive insurance cover and well equipped with inevitable car accessories including air conditioning)	Rukwa, Shinyanga, Geita, Mara and Kigoma Regions.

Scope of Work

Specific scope of work includes but should not be limited to the following:

1. Deliver transport at our field offices (Shinyanga, Mara, Geita, Rukwa and Kigoma regions) areas as instructed.

Timeframe

This assignment is expected to be conducted in the period from March to December 2023.

Submission Instructions

Interested dealers must submit the following information to RAFIKI-SDO:

1. Current company profile
2. Copies of registration certificate,
3. Valid business license,
4. VAT registration certificate (if applicable)
5. Copy of TIN certificates
6. Current Tax clearance
7. Evidence of similar assignments, and at least two (2) names and addresses of client served.

Eligibility

Vendors must be currently legally operating in Tanzania and the quotation must include all the following information:

- Ability to meet specifications outlined above.

Evaluation Criteria:

- Legal eligibility
- Technical capacity and experience.
- Market price.

How to Apply:

Vendors who wish to apply for this tender should send their proposal in sealed envelopes to Rafiki-SDO Shinyanga Office not later than 21th March 2023, 12:00 PM.

All sealed envelope need to be marked as **“Tender for Car Hire Services”**

Office address:

The tender committee Rafiki-SDO

Mbuyuni street, Ndembezi ward.

P.O Box 2078, Shinyanga.

Rafiki-SDO will open all bids on 21th March 2023 at 12:30 PM in presence of bidder's representative who choose to attend.

Quotes must be in Tanzanian shillings and include VAT separately if applicable:

Proposal submitted through email will not be considered

Quotation received after the time or at different address may not be accepted

Appendix 1: Detailed Information on Minimum Eligibility and Qualification Criteria

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

If the Bid is submitted without one of the minimum eligibility and qualification or/and that does not meet criteria subject marked (*) and its associated document submission instructions, the bid will be deemed as non-responsive.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status (*)	Vendor is a legally registered entity.	Certificate of Registration or Certificate of Incorporation Valid Business License TIN Certificate VAT Certificate TAX Clearance Certificate Issued in 2022/2023
Eligibility (*)	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by USAID or other International Entities. (MK Denial Check or/and RAFIKI-SDO List of Blacklisted Vendors Record)	N/A
QUALIFICATION		
Previous Experience (*)	Minimum 2 years of relevant experience.	Company Profile must be Attached
	Minimum 2 contracts of similar value, nature and complexity implemented over the last 3 years.	Evidence of Contracts/PO/Awards. List at least two (2) names and addresses of client served.

Appendix 2: Detailed Technical and Financial Evaluation

Technical and Financial part will be evaluated on a merit point/scores system

TECHNICAL EVALUATION (60%)		
Technical Evaluation	The technical bids shall be evaluated on a merit point/scores basis for legal eligibility, capacity, experience and compliance or non-compliance with the technical specifications identified in the bid document.	See Format of Eligibility and Technical Bid.
FINANCIAL EVALUATION (40%)		
Financial Evaluation	Detailed analysis of the price schedule based on requirements listed in Appendix 1 and quoted for by the bidders. Comparison with budget/internal estimates.	Detailed Quotation Bid/Price Validity

TENDER RESPONSE FORM

Section A: Eligibility and Qualification Form (20%)

Bidder should fill/provide below information and submit the required supporting documents

1.1. General information:

Organisation/Company//Bidder's Name:		
Contact Person Name:		
Tender reference:		
Phone:		Date:
Email:		Parent company(if applicable)
Principle Address:	Registered Address:	Payment Address:
Registration number:		Tax number:
Year started operation:		

1.2 Please provide detail of the primary products/services of your company/organization:

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years					
<input type="checkbox"/> Litigation History as indicated below					
Year of dispute	Amount dispute (in TZS)	in (in	Contract Identification	Total Amount (current value in TZS)	Contract
			Name of Client: Address of Client: Matter in dispute:		

		Party who initiated the dispute: Status of dispute: Party awarded if resolved:	
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- Current company profile
- Business registration certificate-copy
- Business Licence-copy
- TIN certificate-copy
- VAT (If applicable)-copy
- Tax Clearance certificate.

Section B: Format of Technical & Experience Bid (40%)

The Bidder’s Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SUB-SECTION 1: Bidder’s qualification, capacity, experience and expertise

1.1 General organizational capability which is likely to affect implementation: management structure, project management controls, extent to which any work would be subcontracted (if so, provide details).

Support Document Needed: Updated Organizational Structure

1.2 Relevance of specialized knowledge and previous experience on similar engagements done in the region/country.

Please list only previous similar assignments successfully completed in the last 2 years.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

- Attached are the evidence of contracts/POs from the Top 2 (two) Clients or more.

SUB-SECTION 2: Scope of Supply, Technical Specifications, and Related Services

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

2.1 Conformity of services to be supplied if they meet technical specifications provided.

Support Document:

- i. List of Cars with their full technical specifications. Include pictures and descriptions of car to be used in provision of transport services.
- ii. Please detail what your insurance cover provides:

- iii. What are your standard working hours and what after-hours service do you provide in the event of any emergency?

Section C: Quotation Cover Sheet/Price Proposal (40%)

Please indicate here the prices you willing to offer Rafiki-SDO.

Car specifications: Car Hire,(Land Cruiser hard Top/Prado/ 8 seating capacity and well equipped with inevitable car accessories including air conditioning)

Item No	Mileage travelled	Price per Kilometer(TZS)
1	1-100	
2	101-200	
3	201-300	
4	301-400	
5	401-500	
6	501+	

Support Document: A quotation cover sheet in Tanzania Shillings, Fee should be indicated if is VAT Inclusive or exclusive, quotation/offer validity and payment terms (credit payment is preferred).

2.1 Can you fix these prices for the duration of the contract?

Yes

No

If not, please provide details of how long they will remain fixed?

2.2 If prices cannot be fixed for the duration of the contract, please specify factors that would affect the price and indicate how changes in these factors would affect the price of the stated products:

2.3 What standard payment terms is your company willing to offer Rafiki-SDO?